

INFORMATIONAL MEMORANDUM KY-FD-IM-S-04-02

TO: Food Service Directors/RCCI Administrators

FROM: Pat Cassetty, Director
Division of Food Distribution

DATE: July 11, 2003

SUBJECT: Kentucky Department of Agriculture Administrator's Conference

The Kentucky Department of Agriculture Statewide Administrator's Conference for School Year 2004 will be held at the Clarion Hurstbourne Hotel in Louisville, Kentucky on September 23-25, 2003. This Conference is designed to bring the Food Distribution Staff, Food Service Directors, commodity processors and commodity distributors together to discuss all aspects of the food distribution programs, share ideas, and develop ways to improve the food distribution program.

Topics discussed will be an in-depth training on the Electronic Food Request (how to place food orders, monitor current commodity request and allocations), procedures for handling fresh fruits and vegetables, Farm-to-School Program, distributor's meetings, USDA Updates, School's Role in a Disaster, conducted by the Red Cross, and any other changes that may occur prior to the conference. As last year, the Commodity Processing Food Show and training for new food service directors will be held on the first day of the conference, Tuesday, September 23, 2003. All educational classes will be conducted on Wednesday, September 24, 2003 and close with a General Session on Thursday morning. We have included a **draft** agenda; however, a detailed agenda will be mailed closer to the time of the conference.

The Clarion Hotel is the same location we held the meeting last year. They have continued their remodeling and the restaurant will be open for all meals. A block of rooms has been set aside for the Kentucky Department of Agriculture Conference. Room rates are: Standard Single/Double \$69.00; Standard Triple/Quad \$69.00 per night, rates does not include tax (13.95% state and local). **Reservations must be made prior to August 22, 2003** by calling 502-491-4830.

Kentucky Department of Agriculture Administrator's Conference
June 20, 2003
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The enclosed registration form **must** be completed and returned to this office on or before August 15, 2003. If you have questions or concerns please contact Teresa Ulery at (502) 573-0298 x 261 at this time. We are looking forward to your participation in an informative and successful conference and hope you will attend.

PC/tu

Enclosure

W:\OFFICE\2004 Food Conference\Registration letter.doc

KENTUCKY DEPARTMENT OF AGRICULTURE
2004 Administrator's Conference
Registration Form

September 22 - 26, 2003

THIS FORM MUST BE RETURNED BY AUGUST 15, 2003

Please provide the following information (print/type):

First Name: _____ Last Name: _____

Title: _____

Name of School System: _____

___ Yes, I will be attending the Conference

___ No, I will not be attending the Conference

Name of those attending (print/type)

___ Yes, I plan to attend the New Food Service Director Training

___ Yes, I will be attending the State-Approved Processing Food Show

Please list below any topics that you would like to have discussed at this conference:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Please complete and Fax this form to
502-573-0304
(No cover sheet is necessary)

2003-2004
Kentucky Department of Agriculture
Administrator's Conference
DRAFT Agenda
September 23-26, 2003

Tuesday, September 23, 2003

8:00 - 4:00 p.m. EST

Pre-Registration/Registration

9:30 a.m. -

New Food Service Director's Training

State Approved Processor's Exhibits

Meeting with Individual Processors

Wednesday, September 24, 2003

8:00 a.m. - 12:00 noon

Registration

8:30 a.m. - 9:30 a.m.

1st General Session

9:30 a.m. - 10:00 a.m.

Break

10:00 a.m. - 11:00 a.m.

Breakout Sessions

11:00 a.m. - 12:30 p.m.

Lunch on your own

12:30 p.m. - 1:45 p.m.

Breakout Sessions

1:55 p.m. - 3:05 p.m.

Breakout Sessions

3:05 p.m. - 3:15 p.m.

Break

3:15 p.m. - 4:30 p.m.

Breakout Session

Dinner on your own

Thursday, September 25, 2003

8:30 a.m. - 9:30 a.m.

2nd General Session

9:30 a.m. - 9:45 a.m.

Break

9:45 a.m. - 11:30 a.m.

3rd General Session